

DEPARTMENT OF INSURANCE  
SENIOR DEPUTY COMMISSIONER FOR PUBLIC SERVICES  
AGENT SERVICES DIVISION

Records Retention Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

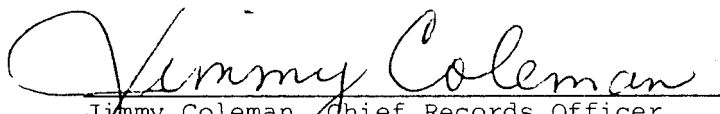
AGENT SERVICES DIVISION

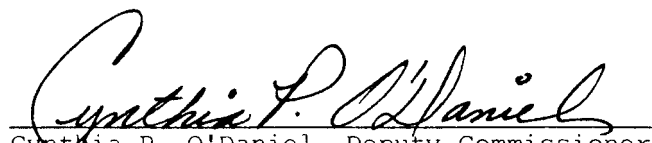
do not and will not have further official use of value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

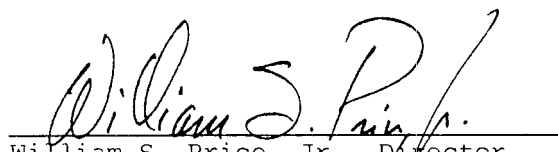
AGENT SERVICES DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

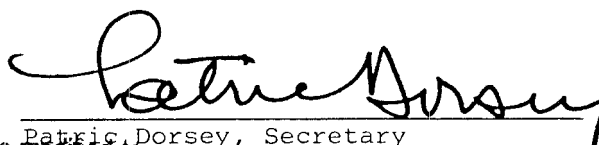
  
Jimmy Coleman, Chief Records Officer  
Department of Insurance

  
Cynthia P. O'Daniel, Deputy Commissioner  
Agent Services Division

  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
James E. Long, Commissioner  
Department of Insurance

  
Patricia Dorsey, Secretary  
Department of Cultural Resources

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000.  
Remaining items retain the  
original date shown below

February 16, 1988

ATM

**DEPARTMENT OF INSURANCE  
SENIOR DEPUTY COMMISSIONER FOR PUBLIC SERVICES  
AGENT SERVICES DIVISION**

**ITEM 18542. PAID INVOICE FILE.**

Copies of invoices paid which are filed according to date paid and used as backup for monies remitted to Budget Office.

**DISPOSITION INSTRUCTIONS:** Destroy in office when released from all audits.